

Meeting Minutes of Horningtoft Parish Council
Wednesday 28th May 25 at 7.00pm at St Edmunds Church, Horningtoft

Present: Parish Councillors: Andrew Hill (Chairperson), Tracey Hawke (Vice Chairperson), Graham Drew, Pauline Chapman and Simon Hibbard

Also, present: Donna Secker (Parish Clerk), 5 members of the public and County Cllr Kiddle-Morris

Cllr Hill welcomed everyone to the meeting and thanked everyone for attending.

1. To elect the Chairman-The Chairman to sign the declaration of acceptance of office

It was a unanimous vote that Cllr Hill to be elected and continue the role of elected Chairperson. The declaration of acceptance form was signed.

2. To elect the Vice Chairperson-Vice Chairperson to sign the declaration of acceptance of office

It was a unanimous vote that Cllr Hawke be elected as the Vice Chairperson and continue the role of elected Vice Chairperson. The declaration of acceptance form was signed.

3. To consider accepting apologies for absence

No apologies received

4. To consider any declaration of interest

No declarations of interest were received

5. To approve the minutes of the meeting held on 12th March 2025

It was resolved to accept the minutes of the last meeting as a true record, and it was signed by the Chairman.

6. To receive any brief updates from County and District Councillor

The County Cllr's full report can be found on the website. No current update on the devolution deal since the last meeting.

7. Open Forum for Public Participation: an opportunity to hear from members of the public

No comments from the Public.

8. To report and update on highway

County Cllr Kiddle-Morris will be visiting Horningtoft tomorrow with the highways engineer to consider placing village gates on the B1146 heading towards Fakenham. This road is where the majority of speeding takes place. The Clerk requested if the highways engineer was visiting can a survey of the Brisley road take place with the possibility of installing a SAM2 pole. The Clerk had obtained quotes for the Council to consider a permanent flashing "30", which would be approximately £4500, including a solar panel to charge the sign. The Council will consider putting in a parish partnership application in October to see if this can be matched funded.

9. To discuss and approve the insurance quote

The insurance quote has not changed from last year. The Council agreed to continue with the same insurance company and renew the policy for £196.00

10. To discuss the change of use of the building in Church Farm yard to residential use

The Council discussed this 18 months ago, but due to the change in circumstances of the homeowner, this has not been chased up. After a discussion, the Council will write a letter to the homeowner requesting an application to be submitted

11. Applications

11.1 To receive planning applications from Breckland District

11.2 To receive an update on application decisions taken by Breckland District Council

12. Finance

12.1 To approve the list of payments for May 2025

The Council agreed to the list of payments for May 2025

12.2 To approve the Annual Governance and Accountability return, approve the following documents:
The certificate of exemption, Annual Audit Report and Annual Governance Statement

All the paperwork was signed and completed by the Chairman. This will be sent off to the external auditor for review and the full document will be displayed on the parish's website.

13. To receive items for the next meeting agenda on Wednesday, 9th July 2025

Update on the traveller sites from the District Cllr.

The meeting finished at 20.20

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
549	D.K.Secker-Mar & Apr	Salary	£181.77
550	L. Jarrett	Auditor	£30.00
551	K.Walpole April	Grass cutting	£110.00
552	Zurich Insurance	Insurance	£196.00
	Total		£517.77